



CITY OF CHICOPEE

Department of Public Work

PARKS DIVISION

687 Front Street Chicopee, MA.

RECREATION OFFICE 413-594-3481 413-594-3486 (fax.)

Carolyn Porter
Superintendent

Richard Maciolek
Assistant Superintendent

Parks and Recreation Commission Meeting Minutes Thursday, September 28, 2017

A. Call meeting to order: 7:06pm made by Comm Ziemba.

Attendance: Commissioners Fenton, Ziemba, Buxton, Montemagni, Bresnahan, Parks Superintendent Porter and Park Asst. Superintendent Maciolek.

B. Motion for approval of meeting minutes for August 22, 2017 made by Comm. Buxton. Second by Comm. Fenton. Approved.

C. Meeting suspended at 7:08pm for Public Input. Public attendees: Celine MacDonald in attendance to discuss memorial at Mandalay Mini Park. See Old Business Item #5. Following public input, meeting resumed at 7:20pm.

D. Communications:

1. Request for the use of Szot Pavilion by Polish National Credit Union on September 30 with a rain date of October 21 for an employee picnic with 50 employees. Access to the comfort station, electricity and grills. **Motion to approve made by Comm. Buxton. Second by Comm. Fenton.**
2. Request for the use of the Szot Park Gazebo for a wedding ceremony on October 14, 2017 2:00 – 3:00pm by Wendy Martin. Access to power is requested. **Motion to approve made by Comm. Buxton. Second by Comm. Bresnahan.**
3. Request to use pavilion by Becket Family Services on October 3, 3:00 – 7:00pm. Access to comfort Station, electricity and grills. **Motion to approve made by Comm. Buxton. Second by Comm. Bresnahan.**
4. Request to use Nash Field for Special Olympics football for practice and games. Requested that the field be lined with a modified 60yd layout provided. **Motion to approve made by Comm. Buxton. Second by Comm. Bresnahan.**
5. Request to hold a story walk at Szot Park Friday October 6, 1-4:30pm. Requesting 4 picnic tables be placed between the playground and spray pad for this free program offered by Holyoke Chicopee Coordinated Family and Community Engagement and the Chicopee Public Library. **Motion to approve made by Comm. Buxton. Second by Comm. Bresnahan.**
6. Request by Pope Francis High School for the use of Szot Stadium for a night girls varsity soccer game on October 26, 2017. **Motion to approve made by Comm. Buxton. Second by Comm. Bresnahan.**
7. Request to use the Szot Park gazebo for wedding photos on October 7 at 1:45pm by Meagan Rios. **Motion to approve made by Comm. Buxton. Second by Comm. Bresnahan.**
8. Other Communications

E. Recreation Report

1. Youth Fall Soccer 34 youth teams, Youth Basketball clinics, Soccer clinic at Szot Park to be held on October 11th.

2. Suburban tryouts and fees. **Motion to approve Suburban Basketball list of potential coaches made by Comm. Buxton. Second by Comm. Fenton Motion to approve Suburban Basketball fee from \$65 to \$75 made by Comm. Buxton. Second by Comm. Fenton.**
3. Adult Volleyball league meetings were held Sept 18.
4. Other programs: Martial Arts on-going, Art-venture program Nov 7, babysitting class Dec 8 and Learning Through Play begins Oct 2.
5. OPEE Adventures Final Report
6. Aquatics Program – Instructor for lessons, open swim, lap swim, water walking. **Currently no instructor for swim lessons and budget underfunded for aquatic staff but Commission agreed to move forward with Fall swim lessons and open swim and continue to work to hire lifeguards and swim instructor.**
7. Appeal regarding league fee for a Women's Sol-pitch softball team. **Motion to deny waiver made by Comm. Fenton. Second by Comm. Buxton.**

F. Maintenance Report

1. **On-going:** Mowing and whipping all park parcels, cemeteries, islands and areas around buildings, diamond draining, grooming and lining. painting fields for soccer, 2-3x a week pick up of trash in barrels or loose trash around parks, Leaf and stick removal, graffiti removal, ordering supplies, preventative maintenance and repairs on landscaping equipment. Cemetery: Burials 1-2 a week, sale of lots, removal of old decorations. ROCA tasks: fence line clean up at cemeteries, raking out diamonds.
2. **Special Projects complete:** Diamonds cut out at Dana, Rivers, Szetela, Sarah Jane, Ray Ash, Preston, Fairview, Bowie, Moose, Litwin. Painted Ike Alpert comfort station. Dana Park roof shingles replaced, trim and concrete repair. **Dana comfort station repairs completed by Parks Maintenance staff. The staff had proper harness equipment and training. Using Parks Maintenance staff resulted in \$18K savings vs. contracting job out.** Power washed Stadium, Szot Fountain paint and repair. **Fairview 60' diamond is on the Fall Project list to be completed.**
3. **Event support:** Spooktacular Oct 30, set up Halloween display, staffing the event

G. Parks Labor Force:

Open positions: (1) GL 5 MEO Laborers

H. Old Business:

1. Szot Park Funds: Additional work to consider there includes stadium repairs to ceiling, sealing stadium, a sound system, alternate plans for Szot Pool. **\$40K of funds available, but only available for Szot Park.**
2. Ray Ash Park pool punch list of remaining tasks for Construction Dynamics was prepared by the architects. Spray deck repair of controller. Pool contractor has ordered parts for spray deck repairs. Winterization responsibility of contractor.
3. Additional work to be addressed: new roof on pool house bid spec provided by architect. Pool beach entry repainting bid specs provided by architect. Expanded parking lot. Plans for spring construction.
4. Rivers Pool filter system is pushing sand into the pool indicating the filter system is failing. Rough estimates of \$105 – 115K for replacement has been provided by pool architects. Bid specs are being developed. **Superintendent Porter noted that filter system must be fixed in order to open pool next year.**
5. Mandalay Park memorial bench and garden proposal. **It was noted that 2 stumps were being removed and 2 benches were in process of being installed. Commission reviewed memorial proposal of 2 additional benches and a 6'x8' raised garden bed (4' high) that will situated between benches. Motion to approve made by Comm. Fenton. Second by Comm. Bresnahan**
6. Court repairs – **Request made to Mayor for funds for court repairs was rejected.**
7. Front Street Office roof leaks and heater/AC roof units, 1 A/C failed due to age, other also old. **Superintendent Porter requested approval to use Revolving Fund (a Park Fees Account) to fix**

roof and replace heater/AC units until reimbursement can be received from the city. Motion to approve made by Comm. Montemagni. Second by Comm. Buxton.

8. Bemis Pond Dam update – under the leadership of Jeff Neece- engineering study funded.
9. Other Old Business

I. New Business:

1. Szot Lighting and Security Cameras. Commission reviewed proposed lighting and security camera plan for Szot Park. Motion made by Comm. Buxton to meet with contributors of the project to discuss the details before bringing to a vote. Second by Comm. Bresnahan
2. Park Commissioners ID Badges – Samples of ID badges for Parks Commissioners were reviewed. Commission agreed not to pursue badges.
3. Parks Capital Request - Commission reviewed capital request summary sheet. Recommendation made to review past meeting minutes to see if capital request had already been approved. Motion to approve made by Comm. Fenton. Second by Comm. Bresnahan
4. Other New Business

J. Next Meeting: October 24, 2017, 7pm

K. Motion made to adjourn meeting at 8:58pm made by Comm. Buxton. Second by Comm. Fenton. Approved.

L. Documents presented at September 28th, 2017 Commission meeting:

- a. Parks Commission Meeting Minutes from meeting on August 22nd, 2017
- b. Assistant Superintendent's Report by Richard Maciolek, dated 9/25/17
- c. Commission Report submitted by Recreation Supervisor Sean Carroll, dated 9/26/17
- d. Commission Report submitted by Recreation Supervisor Dan Woodill, dated 9/28/17
- e. Chicopee Women's Softball League 2017 Season Bill.
- f. Parks & Cemetery Capital request Summary Sheet
- g. Camp Opee Summer Adventures End of the Year Report 2017
- h. Letter (dated 9/27/17) from Assistant Superintendent Richard Maciolek to the Commission detailing Suburban Basketball Expenses and request to increase player fee from \$65 to \$75.
- i. Email (dated 9/26/17) from Chris Casali of Chicopee IT Dept., to Superintendent Porter regarding ID badges.
- j. Parks Projects Summary List
- k. Letter of Resignation (dated 9/27/17) from Superintendent Porter to Mayor Kos.
- l. Email (dated 9/26/17) from Matt O'Toole of Construction Dynamics regarding update to the spray deck issue of the Aldenville Pool.
- m. Fax (dated 9/27/17) from Meagan Rios requesting use of Szot Park Gazebo for wedding photos on 10/7/17.
- n. Email (dated 9/14/17) from John Goda of Pope Francis High School requesting use of Szot Park soccer field for night game on 10/26.
- o. Email (dated 9/8/17) from Christine Zaskey Cullen requesting use of Szot Park for Fall StoryWalk on 10/6/17.
- p. Letter (dated 8/30/17) from Wendy Martin requesting use of Szot Park Gazebo for wedding ceremony on 10/14/17.
- q. Fax (dated 8/31/17) from Holly Spahn of Becket Family Services requesting use of the picnic pavilion at Szot Park on 10/3/17.
- r. Letter (dated 9/7/17) from City Councilor Bill Courchesne requesting Nash field be lined for the Hampshire Heat Special Olympics Flag Football team.
- s. Letter (dated 9/13/17) from Lisa Foley of Polish National Credit Union requesting use of the pavilion at Szot Park on 9/30/17.

Minutes Submitted by:

Thomas Bresnahan 10/24/17
Thomas Bresnahan Date
Commission Secretary